

\*\*\* EMPLOYMENT OPPORTUNITY \*\*\*



UNITED STATES DISTRICT COURT  
EASTERN DISTRICT OF ARKANSAS

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Position Title:	Full-Time Generalist Clerk
Location:	Little Rock Clerk's Office - Announcement #17-C03
Closing Date:	Open Until Filled
Starting Salary/Range:	CL 23 / 24 / 25 (\$32,538-\$64,718) <i>Depending on qualifications and experience. If appointed at a CL-23 or CL-24, promotion potential to a CL-25.</i>
Tour of Duty:	Full-time

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**Position Overview:** The United States District Court, Eastern District of Arkansas, is recruiting for a full-time Generalist Clerk position. Duties include, but are not limited to, opening new cases, making a judge assignment in each case, signing and issuing civil processes; preparing searches of civil and criminal cases, exemplifications, registration of judgments and certifications; assisting the general public and the bar by furnishing basic information at the counter, by telephone, and by letter on the status of civil and criminal actions; processing all types of court documents in the Case Management/Electronic Case Filing (CM/ECF) system; performing daily quality review on docket entries; and maintaining, organizing and filing of records.

**Qualifications:** Must be a high school graduate or equivalent with excellent communication and automation skills. For appointment at higher salary one year of specialized experience is required at the lower level. Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures, ability to apply rules, regulations, and directives, use of specialized terminology and automated software and equipment. Such experience is commonly encountered in law firms, banking firms, insurance companies and educational institutions.

Employees of the U. S. District Court are entitled to benefits which include the retirement system, health benefits, life insurance, flexible spending accounts, scheduled holidays and annual leave program, and periodic salary increases. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay. The selected candidate must successfully complete an FBI and local background check as a condition of employment. Only the most qualified applicants will be interviewed.

Submit resume to:

**Human Resources #17-C03  
United States District Clerk's Office  
600 West Capitol, Room A149  
Little Rock, AR 72201-3325**

\*\*\*\* The Court is an Equal Opportunity Employer \*\*\*\*

April 14, 2017

Announcement #17-C03